

IDAHO MANUFACTURED HOUSING BOARD MEETING

Monday – April 21, 2008 – 9:30 a.m.

**Division of Building Safety
Board Conference Room
1090 East Watertower Street, Meridian, ID**

NOTE: The following report is not intended to be verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Chairman Jerry Inouye at 9:35 a.m. on Monday, April 21, 2008.

Board Members Present:

Jerry Inouye, Chairman
Brian Tibesar
Ann Beebe
Dwayne Ward

DBS Staff Members:

Kelly Pearce, Administrator
Steve Keys, Deputy Administrator, Operations
Roger Gabel, Deputy Attorney General
Janice Foster, Deputy Administrator, Administration
Bill Hatch, Public Information Officer
Kirk Weiskircher, Financial Specialist, Principal
Jack Rayne, Building Bureau Chief
Arlan Smith, Plan Review Program Manager
Renee Bryant, Administrative Assistant, Boards
Melinda Doan, Technical Records Specialist
Brandee Pasborg, Office Specialist 2

Kelly Pearce introduced the newest additions to the Division; Kirk Weiskircher, Financial Specialist, Principal and Janice Foster, Deputy Administrator, Administration.

♦ Approval of the April 21, 2008 Agenda

Roger Gabel stated “Election of Officers” needed to be added to the agenda. Steve Keys requested Agenda Item No. 4, “Consideration of New Administrative Rules”, be moved from the Action to Informational Agenda.

MOTION: Brian Tibesar made a motion to add “Election of Officers” to the agenda. Dwayne Ward seconded. All in favor, motion carried.

MOTION: Brian Tibesar made a motion to move “Consideration of New Administrative Rules” from the Action Agenda to the Informational Agenda. Dwayne Ward seconded. All in favor, motion carried.

♦ Approval of the December 10, 2007 Meeting Minutes

MOTION: Ann Beebe made a motion to accept the December 10, 2007 Meeting minutes. Dwayne Ward seconded. All in favor, motion carried.

♦ Financial Report

Kirk Weiskircher reviewed the Financial Report.

MOTION: Ann Beebe made a motion to approve the Financial Report. Dwayne Ward seconded. All in favor, motion carried.

◆ **Role of the Board (Authority, Functions and Duties)**

Roger Gabel reviewed the Idaho Code; discussing the titles and chapters in which the Board has authority.

◆ **Consideration of New Administrative Rules**

Steve Keys reviewed the proposed housekeeping changes to IDAPA 07.03.11, “Rules Governing Manufactured/Mobile Home Licensing”; as well as the imposition of civil penalties.

ACTION: The Division to publish the proposed rule on their website and disseminate to the Manufactured Housing industry.

ACTION: The Board to review the proposed rule; submitting changes or comments to Administrator Kelly Pearce or Jack Rayne prior to the July 21, 2008 meeting.

◆ **Bureau Chief’s Report**

Licenses - The number of license types and their status were reviewed by Jack Rayne.

House Bill 100 - Effective July 1, 2007, House Bill 100 required dealers who are also installers to obtain separate retailer and installer licenses rather than a combined license.

Installation Standards – Effective October 2008, HUD intends to implement the installation standards nationwide. As part of the process, HUD will require each state to certify their own standards as meeting or exceeding HUD’s standards. In states deemed non-approved, HUD will assume the enforcement responsibilities.

Mobile Home Rehabilitation Act – Prior to reinstalling a pre-1976 manufactured home, on the current location or a new site, the homeowner must obtain a rehabilitation certification.

ACTION: Melinda Doan to research the number of homes rehabilitated in the last year.

◆ **Administrative Report**

Economy – Administrator Pearce reviewed the areas of Idaho that he anticipates will bring in revenue.

Zero Based Budgeting – The Governor has indicated Zero Based Budgeting will be imposed upon all state agencies. Effective July 1, 2009, DBS will be one of the first agencies to implement this technique.

CAS – The Division to begin testing their new computer system the middle of May. It is anticipated the system will be on-line by the middle to later part of August of this year.

◆ **Consumer Concerns**

Ann Beebe, consumer representative and manufactured homeowner, brought suggestions to the Board emphasizing opportunities for manufacturers to enhance the cosmetic appeal and functionality of their homes.

◆ **Election of Officers**

Chairman

MOTION: Ann Beebe made a motion to nominate Jerry Inouye as Chairman. Dwayne Ward seconded. All in favor, motion carried.

Vice Chairman

MOTION: Ann Beebe made a motion to nominate Brian Tibesar as Vice Chairman. Dwayne Ward seconded. All in favor, motion carried.

Secretary

MOTION: Dwayne Ward made a motion to nominate Ann Beebe as Secretary. Brian Tibesar seconded. All in favor, motion carried.

MOTION: Ann Beebe made a motion to adjourn the meeting. Brian Tibesar seconded. All in favor, motion carried.

The meeting adjourned at 11:47 a.m.

JERRY INOUE, CHAIRMAN
MANUFACTURED HOUSING BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE